

INVESTING IN EARLY EDUCATORS - STIPEND PROGRAM

Sample Letter of Appeal

This sample letter of appeal is provided to help guide you in preparing your own letter of appeal. While your letter may be typed or handwritten, it should include all of the basic pieces of information as outlined in this letter. The sections that are bracketed [] and highlighted in yellow require information that is uniquely relevant to your appeal.

[Your street address]
[Your city], California [Your zip code]

[Date letter written]

Ms. Kathleen Malaske-Samu, Director
Investing in Early Educators Stipend Program – Cycle []
Office of Child Care, SIB/CEO
County of Los Angeles
222 South Hill Street, 5th Floor
Los Angeles, CA 90012

Re: Cycle [] of the Investing in Early Educators Program – Letter of Appeal

Dear Ms. Malaske-Samu:

I received a letter dated [add date] stating that I am ineligible to participate in Cycle [] of the Stipend Program. I was found ineligible due to the following reason:

- [Add reason as stated on the letter you received here]

I believe that this disqualification is incorrect. [Explain in detail the reason you believe you are eligible, including the proof you submitted to determine your eligibility related to why you were disqualified.] Enclosed with this letter are copies of my application and supporting documents that I submitted [indicate whether submitted by U.S. mail or in person and the date], including [list the supporting documents you are including with this letter] and a copy of the [certified mail receipt or receipt I received when I delivered my application in person].

I appreciate your consideration of my appeal. If you have any questions, please contact me by telephone at [add your telephone number] or by e-mail at [add your e-mail, if applicable].

Sincerely,

[Provide your signature here]

[Print your full name as it appears on your application]
[Your social security number]

Enclosures.